



JOINING & FLYING with the CIVIL AIR PATROL
United States Air Force Auxiliary
Squadron 23 (CA-016), Marin Air Rescue, California Wing
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JOINING CAP

1. Attend a few meetings to learn more about CAP, get to know current members, allow them to get to know you. The Senior meetings take place the 2nd and 4th Monday night of each month, and the Cadet meetings take place every Monday night, at 7:00pm Gness Field in the CAP headquarters just south of the main airport offices (Pilots' Lounge). For questions, see the local squadron/flight website (<http://flt23.cawg.cap.gov/>).
2. Apply online for a free information packet at the national CAP website (<http://www.cap.gov>). Click on "Join" then "Becoming a Member."
3. If you find that CAP is for you, submit the following package to the membership committee:
 - a. National application (Form 12 for Seniors and Form 15 for Cadets) which will be provided by our Squadron (or which can be found at the National site under "Members," "Forms and Publications," "Forms." For Cadets, this includes a free uniform order form!
 - b. State Office of Emergency Services application form that will be provided by our Squadron (or which can be found at the California Wing website <http://cawg.cap.gov> then "Publications," "Forms," "OES 2000") to initiate disaster service worker insurance coverage.
 - c. Names of three personal references with addresses and phone numbers. Referents should have known you for at least one year. Please indicate the type of relationship (e.g. friend, co-worker, business associate, teacher, etc).
 - d. Two checks (which will be returned if application is not approved locally or nationally):
 - i. "Civil Air Patrol, National Headquarters" annual membership: \$82 Seniors, \$49 Cadets
 - ii. "Civil Air Patrol, Marin Squadron 23" annual membership: \$25 Seniors, \$10 Cadets

Plus, for Seniors only:

 - e. Fingerprints on a card provided by CAP (police stations and some commercial establishments provide fingerprinting services for approximately \$5, but CAP's card must be used).
 - f. Copy of DMV history (a 3-year history is enough, and this can be obtained on-demand by visiting a local DMV office and paying \$5).
 - g. Statement of occupation and employment for the last 3 years.

Note 1: Maintain personal copies of ALL documents provided to CAP for future reference.

Note 2: The organizational structure of CAP is as follows:

- National Headquarters (at Maxwell Air Force Base in Alabama)
- Region (we are part of the "Pacific" Region)
- Wing (California is considered a wing by itself and is managed from Van Nuys)
- Group (we are in Group 5, the "NorCal" group, which covers the following counties: El Dorado, Humboldt, Marin, Placer, Sacramento, Shasta, Solano, Sonoma, and Yuba)
- Squadron (we are a Squadron 23)

Note 3: Our unit reference (which you'll need for the application) is PCR-CA-016, often expressed as just CA-016 (which is Pacific Coast Region – California – Unit 016...yes, 16 though we're Sq. 23).

4. Meet with the membership committee that is chartered with reviewing suitability of prospective members and assisting you with your application process.
5. If the local membership committee recommends acceptance of the applicant, and the application is reviewed and accepted at the state and national levels, a temporary membership card will be provided by the national office. A permanent card will be provided after a complete background check is conducted.

6. Subsequent to receiving your national membership card, you will be provided with a photo ID card. These can be generated locally once we have a digital photo of you.
7. Take and pass Level One orientation and Cadet Protection course offered throughout the state (see <http://cawg.cap.gov/> to review the state calendar, or inquire at the local squadron).
8. Use CAP ID number provided on membership card to apply for web access (see <http://www.capnhq.gov/memberservices/>).

IF YOU WANT TO FLY

The current prerequisites, documented in regulation 60-1, to be a CAP pilot in CAP aircraft are:

- 1) Be an active CAP member at least 17 years of age (16 years of age for CAP glider pilots).
 - 2) Possess a valid FAA private, commercial or airline transport pilot certificate.
 - 3) Possess a class III or higher medical certificate (not required for gliders).
 - 4) Possess a current flight review IAW FAR 61.56.
 - 5) Satisfactorily complete a CAPF 5 flight check in an aircraft (in an appropriate group) within the preceding 12 months.
 - 6) Complete an annual CAPF 5 written examination and annual aircraft questionnaires (attachments 3 and 4) for each aircraft authorized to fly.
9. After studying the CAP Flight Management regulation 60-1 (see <http://www.capnhq.gov/docs/webregulations/pubsweb.htm>), take the Form 5 test (basic CAP flight regulations) online at <http://www.capnhq.gov/nhq/es/tests.html>.
 10. Prepare the following documents:
 - a. Statement of understanding (See Form 60-1).
 - b. Aircraft questionnaire (See Form 60-1).
 - c. Pilot qualification (minimum hours plus VFR and IFR currency)
 - d. Take flight test with CAP check pilot. Note that all CAP flights require a flight release, whether the flight is funded or not, and that the release officer must be called both before the flight (for release) and after the flight (to document the total flight time). In addition, any funded training flights or missions should be reported for refund on a Form 108 that can be found on <http://wmu.nat.cap.gov/>.
 11. Update pilot records online. Sign on as a new member and update records on flight, personal details, etc at <http://wmu.nat.cap.gov/>.
 12. The unit commander will review and approve your pilot status online and you will receive electronic notification to access to WMU site to see and print CAP Form 2a confirming your change of status. You should print the form and keep a copy of it for your records.
 13. Get checked out in the CAP Cessna 182 if your initial Form 5 flight test was not in that plane. Just as for the addition of any other aircraft to your CAP repertoire, this requires a Form 5, Aircraft Questionnaire, and flight test.
 14. Purchase uniform and associated materials from the CAP bookstore by faxing a list with your CAP ID #, Name, Address, and Phone Number to 334-265-6381. Note that a CAP uniform must be worn whenever flying CAP aircraft, and some items can have long leadtimes (especially embroidered items which can take 4-6 weeks from the bookstore, and any time it may take for you locally to get Velcro sewn onto patches and your flight suit). Some of the non-CAP-specific materials (e.g. flight suits, boots, etc) can also be found through military surplus channels, the CAP Supply Depot (www.capsupply.com), or other commercial channels. The following materials are suggested (in addition to a Marin Flight patch which should be available locally in the near future):

Required?	Qty	Item #	Catalog Page	Cost Each	Description
Yes (1)	2	637D	5	1.70	CA Patch
Yes (1)	2	836A	15	1.50	National Patch

Yes (1)	2	836B	14	1.50	American Flag
Yes (1)	2	599G	17	4.95	Name Badge (GREG FELTON, PILOT, CAP)
Yes (or blue shirt without name or blazer uniform)	1	963Q	11	29.50	Blue Golf Shirt (GREG FELTON, PILOT, size = ?)
No (to secure patches to flight suit)	2	599W	17	1.25	Velcro (dark green, loops), 1 foot
No (to secure patches to flight suit)	2	599X	17	1.25	Velcro (dark green, hooks), 1 foot
No	1		19	10.50	Pilot Cap
Yes	1			145.00	Flight Suit (dark green, NOMEX, size = ?)
Yes (or a personal blazer or one of the golf shirts)	1				Blazer (blue, size = ?)
Yes (or personal pair)	1pr				Slacks (gray, size = ?)
Yes (or personal pair)	1pr				Shoes (black, size = ?)
Yes	1pr				Boots (black, size = ?) – also try www.lawboot.com
No	1pr				Nomex Gloves
No	1	599T	9	23.00	Pocket Device to turn blazer into uniform

15. Properly prepare yourself, your flight bag, and your flight suit with key items for survival (e.g. map, compass, flashlight/headlamp, signaling mirror, extra food and water, warm clothes, sunglasses, first-aid kit, pocketknife, waterproof matches, fire starter, emergency shelter). See CAPR 62-1 CAWG Supplement 1, Attachment 2 for mandatory items and additional suggested survival supplies. Also equip yourself with supplies which may be needed if landing in a remote area is possible due to Search and Rescue mission demands (e.g. coins for vending machines and telephones, pens, backup portable radio, portable GPS, backup batteries, etc). See "Quick Equipment Checklist" at the end of this document prior to each mission.

IF YOU WANT TO PARTICIPATE IN MISSIONS (either in the air or on the ground)

To participate in missions, you must be certified in each of the specific skills required for the role desired. To be a mission pilot, for example, one must first take radio procedures training, become a qualified scanner, then become a qualified mission pilot. Though this may seem bureaucratic, the skills learned are valuable and are not all intuitive. Each qualification will be documented on a CAP Form 101 "Specialty Qualification Card" which will be used to mission incident commanders to validate the capabilities of each member of a mission response team.

16. To get qualified in "General Emergency Services," the foundation for all other qualifications, study the appropriate materials (60-1, 60-3, 60-4 (both parts), 60-5 located at <http://www.caphq.gov/docs/webregulations/pubsweb.htm>) and take the Form 116 test online (<https://data.ntc.cap.gov/ntc/ops/tests/>). NOTE: There are several options re: this exam, two 50-question versions or a single 100-question version...ultimately you must answer all 100 questions so you may as well take the 100-question test.
17. Use the <http://wmu.nat.cap.gov/> site to request a CAPF100 card.
- Web WMU
 - Member
 - Login and Password
 - Select CAPF 100
 - Initial, then View CAPF 100
 - Click on "Submit" at the bottom of the page
 - Once the unit commander approves this application, the WMU will properly reflect this rating and you will be issued an updated yellow Emergency Services card with the General ES rating properly reflected. As you are certified in additional areas (e.g. scanner, mission pilot, transport pilot, ground team member, urban direction finding team member, incident commander, etc), replacement cards will be printed with additional areas of qualification exposed. You will use this card to identify your qualifications on any missions in which you participate. Note that to participate in any mission or SAREX you should always have your current membership card with you as well!
18. Procure text pager (if one not already in possession). CAP can route messages, such as urgent mission alerts, to both pagers and email accounts but most people find that pagers are a more timely mechanism for becoming aware of incidents. In order to subscribe to any of the California Wing mailing lists, you must send an email to the Wing Mailing List Manager at maillists@cawg.cap.gov with the following information:
- a. Your full name

- b. Your Charter Number (the Marin Squadron is: PCR-CA-016)
 - c. Your CAPSN or CAPID
 - d. The email address that you want the email sent to
 - e. The lists that you want to be subscribed to (**all**, **redcap** or **cawgtraffic**)
 - "Redcap" for high priority (e.g. search and rescue) messages – recommended for pager and/or cell phone
 - "CAWGTraffic" covers all California Wing communication – recommended for email
 - "All" for everything related to CAP (includes Redcap but not CAWGTraffic) – recommended for email
 Refer to <http://cawg.cap.gov/html/Mbr/IS/E-Mail.htm> for a more complete description of the wing-wide mailing lists and their purposes.
19. Start taking part in missions immediately by responding to calls for ground crews. You will learn a lot about how CAP works, how to most effectively operate the equipment, communications within the organization, key personnel, etc. To get checked out as an Urban Direction Finding Team Member, Ground Team Member, and/or Ground Team Leader, study the tasks at <http://www.caphq.gov/nhq/do/dop/gttasks.pdf>. Be advised that there are MANY skills which must be mastered in order to ensure your survival and effective operation in the field so, though this document is well structured and is a relatively quick read, it's very long! As you accomplish individual tasks, update the WMU and your commander will certify that you've mastered these tasks.
20. Create a personal mission log. It's worthwhile to make sure you are properly reimbursed for your costs, and based on the frequency of your response and the outcome of missions, you can even receive awards! This is not mandatory, but it's recommended that you track the following:
- Mission number
 - Mission date
 - Location
 - Other responders
 - Incident Commander (IC)
 - Role played (whether in the air or on the ground, what role, etc)
 - Mission outcome (distress find, non-distress find, ELT signal disappeared, etc)
 - Expenses submitted on a Form 108 (and confirmation of reimbursement)
 - Lessons learned
 - Other personal notes
21. Review, for all additional emergency services ratings in which you are interested, the prerequisites, necessary training for a "trainee" card, and necessary additional training for the granting of the rating. Note that the steps below must also be followed over time to ensure that the "WMU" system properly reflects the training you have accomplished as this is the "formal" repository to which Incident Commanders refer to ensure you have the ratings you claim before launching on a SAREX or actual mission.
- Go to the wmu website <http://wmu.nat.cap.gov/default.htm>
 - Select WEB WMU
 - Click on Member
 - Login
 - Click on CAPF 101T
 - Select the rating in which you are interested, and click on "Go to Card Detail"
22. Take radio communication training (ACUT, BCUT), sometimes referred to as ROA and update the WMU to let it know that you have done so. The BCUT is a basic communications course that has a two-year renewal cycle. The ACUT is a more advanced course that results in the permanent ability to use CAP radios. If available, the ACUT course should be taken, not only to attain a higher level of skill but to eliminate the need to renew this qualification. If you have a personal radio (e.g. portable, car mounted, etc), you can, upon completion of the ACUT course, apply for and be issued a personal "Yosemite" (e.g. "Yosemite 123") call sign that you will use during all CAP communication.

IF YOU WANT TO PARTICIPATE IN MISSIONS (in the air)

23. As a pilot with 100 hours PIC and 50 hours Cross Country, you can immediately become qualified to fly missions as a "Transport Pilot." You will be able to move personnel and equipment (such as deputies, dogs,

blood, etc) in support of Search and Rescue and other missions, though you will not be able to fly on the missions themselves (e.g. conducting grid searches looking for wrecks, chasing ELTs, etc) until you become a Mission Pilot. Also note that you will only be able to fly planes in this capacity if you have had a Form 5 checkout in the aircraft you are proposing to use for the mission!

- <http://wmu.nat.cap.gov>

- Web WMU

- Member

- Login and Password

- CAPF 101T

- Select any rating...I don't see "Transport Pilot" on this list...so pick a rating you are working on or interested in to see how far the WMU thinks you've gotten and select "Go to Card Detail"

- Click on "Input Training Certifications" anywhere in the document

- When you get to the "ES Training Management Module" screen, go to the third item and select "TP" from the list.

- Once the screen refreshes, you'll find the two qualifications at the bottom of the page. Fill in both by checking the line, inserting a date, and entering "Raymond H Peterson" in the Instructor box.

24. Take scanner training. This is a critical prerequisite to become a mission pilot. You must take ground training and participate acceptably in two separate missions or SAREXs before you will be signed off as a Scanner. For this rating, AS WITH ALL OTHERS, go to the WMU, select 101T, select the rating in which you are interested, and print out a copy so that you can see the list of qualifications that you must meet. As you complete elements of the training, instructors will sign this printed form. It is your responsibility to then inform the WMU that you have completed these elements. You can take a good deal of the ground training at

<http://cawg.cap.gov/html/operations/aircrew.htm> or go to

<http://cawg.cap.gov/html/operations/operations.htm> and click on ES Training then Aircrew Training. Then

take an online test to prove you have learned the critical content at

<https://ntc.cap.af.mil/ops/tests/default.cfm?Message=Ok&grp=PCR&CFID=83322&CFTOKEN=47437621>

Once you have completed all of the education and testing requirements, then participate in two missions during which you demonstrate your skills, you'll see that all items on the WMU are shown as green. At the bottom of the 101T page you will see the statement, "The above listed member has completed the required tasks and training requirements for the Mission Scanner specialty qualification. The member must generate a CAPF 100 to request approval of the specialty qualification. The member may participate in actual or training missions in the specialty under supervision until the CAPF 100 is approved." So, request the CAPF 100!

- <http://wmu.nat.cap.gov>

- Web WMU

- Member

- Login and Password

- Select CAPF 100

- Upgrade (from T-Card), then View CAPF 100

- You should see a Red U next to the item you've finished but which has not yet been ratified

- Click on "Submit" at the bottom of the page

- Once the unit commander approves your input, the WMU will properly reflect this rating and you will be issued an updated yellow Emergency Services card showing all of your ratings.

25. Take mission pilot (sometimes referred to as SAR Pilot) training. Like Scanner training, you must accomplish a significant amount of ground training, followed by airborne training and participating in several real or simulated missions with a mentor already certified as a Mission Pilot. In addition, you must pass a Form 91 Mission Pilot flight test which demands the demonstration of all necessary SAR planning and flight management skills; grid identification and navigation; search patterns such as grid, creeping line, and route; ELT tracking; etc. And don't forget to keep the WMU informed of your progress!

26. Purchase additional materials from the CAP bookstore by faxing a list with your CAP ID #, Name, Address, and Phone Number to 334-265-6381. Again, some of the non-CAP-specific materials can also be found through military surplus channels, the CAP Supply Depot (www.capsupply.com), or other commercial channels.

- a. Gridded Sectionals: These will soon be generated on a printer by Squadron 23, or they can be created manually, with a bit of time and patience, using a standard sectional chart. Note that the standard

numbering of the grids can be found for any U.S. sectional by referring to <http://www.nywg.cap.gov/GriddedSectionalGuide.xls> BUT always confirm that your grid numbering matches the IC's when assigned a specific grid on a mission so that you go where the IC expects you to.

- b. Safety kit
 - c. Personal radio (portable or car mounted) – this is purely optional, but if you utilize a personal radio it must meet CAP specifications and member must have appropriate radio license after ACUT class to utilize unique call sign/station.
27. Fly successful missions, save lives, and help others to appreciate the joy of flight! Remember to take along all supplies mentioned above PLUS prescription glasses (dark and clear), ELT tracking equipment, book just in case you are waylaid (while, for instance, waiting for the next satellite pass to refine an ELT beacon location or confirm it is no longer transmitting), a lapboard for recording progress, cell phone, pager, headset, current IFR/VFR charts, current approach plates, and current Airport Facility Directory.

AND THERE ARE FURTHER WAYS YOU CAN CONTRIBUTE

28. Teach Others: You can teach then certify the skills of others if you take the Skills Examiner Training, which takes a total of about 10 minutes. You can find the 10-question online quiz, and the 13 slides containing the background material (answers), at the following website.
<https://data.ntc.cap.gov/ntc/ops/tests/default.cfm?Message=Ok&CFID=83322&CFTOKEN=47437621>
- Go to the site, select the test, and enter your CAPID
 - Print a copy of the test
 - Click on the link to the slides
 - Expand the window at the bottom of the screen with the crib notes so they are easier to read
 - Run through the slides, recording your answers on the printed copy of the test
 - Go back to the online test (by clicking on the link above again...I tried "Back" in my browser and found that the test page had expired) and fill in the answers
 - Click on grade the test
 - Click on see my certificate (NOTE! At the bottom of this screen with the certificate is an option to see the cert in PDF format. Click on this! The cert not only prints more cleanly on most printers but it's MUCH more attractive)
 - Put a copy of the cert in your personal file at home and one in your ES file in the unit.
29. Become a Tow Pilot and Wing Runner: You can find the courses and online tests at <http://soaringsafety.org/dl.asp>. Even if you are not planning to tow gliders any time soon, you might enjoy reading this (or at least looking at the pictures). It's a whole different world. To qualify to be a tow pilot you must also:
- Be at least a Private Pilot, active CAP pilot, 21 years old, and have a 3rd class medical
 - Have min. 200 hrs PIC in SE aircraft plus min. 50 hrs and 25 take-offs/landings in high performance
 - Current Form 5 in writing on a Form 2A with Wing HQ/DOV approval
 - Meet requirements of CFR 61.69 and understand CFR 91.309

For more information, see the Squadron 23 website at <http://flt23.cawg.cap.gov> or contact the CAP unit at 415-897-2777 (messages will be checked at every meeting, if not more frequently) or pcrca016@earthlink.net (which should be checked at least every couple of days).

USEFUL ACRONYMS:

- ACUT – Advanced Communications Training, necessary to have unique radio station issued. No renewal required. See also ROA.
- ADA - Assistant Admin Officer
- AEO - Aerospace Education Officer
- ART - Annual Recurrency Training
- BCUT – Basic Communications Training, necessary to use CAP radios. Annual renewal required. See also ROA.
- CAPT – Captain, one level above 1st LT
- CAWG - California Wing (most wings consist of several states, but CA is a wing unto itself)
- CC - Commander
- CD – Counter Drug (sometimes referred to as CN for Counter Narcotics, and sometimes referred to as DOC)
- CD - Deputy Commander
- CLC – Corporate Leadership Course
- CP - Cadet Programs
- DA - Administrative Officer
- DF – Direction Finding
- DO - Operations Officer
- DOA - Assistant Operations Officer
- DOG - Glider Program Officer
- DOOR - Flight Release Officer (see also FRO)
- DOS - Emergency Services
- DP - Personnel
- Eagle Call - Name of California Wing's newspaper
- ELT – Emergency Locator Transmitter
- ES – Emergency Services
- ETS - Senior Program Officer
- ET - Aerospace Education
- ETST - Test Control Officer
- FM - Finance Officer
- FRO – Flight Release Officer (gives authorization for CAP flights). Note that in some contexts "FRO" means Fuel Reimbursement Officer who is a CAWG employee responsible for managing member reimbursements for mission expenses so the official abbreviation is DOOR.
- HC - Chaplain
- IC - Incident Commander, the coordinator of all elements of a specific mission
- IG - Inspector
- JA - Legal Officer
- LG - Logistics Officer
- LGM - Maintenance Officer
- LGMA - Aircraft Maintenance Officer
- LGS - Supply Officer
- LT – Lieutenant, Either 2nd (one level above Senior Member) or 1st (two levels above SM)
- LTCOL – Lieutenant Colonel, one level above Captain
- METL - Mission Essential Task List
- MIS - Management Information Systems
- MS – Mission Scanner
- MP – Mission Pilot
- NCPSC - National Check Pilot Standardization Course (to ensure all check pilots maintain similar and high standards when conducting flight reviews with other pilots)
- PAO - Public Affairs Officer
- PCR - Pacific Coast Region

- POH – Pilot’s Operating Handbook
- ROA – Radio Operator Authorization (another title for ACUT/BCUT)
- SAREX – Search and Rescue Exercise, training missions
- SE - Safety Officer
- SLS - Squadron Leadership School
- SM – Senior Member, first level of adult membership in CAP
- WMU – Web Management Unit (National Headquarters website for updating personnel and training records)
- 60 HP Rule – An airplane flying on a CAP mission may carry no more than the number of people who, times 60HP, total to less than the rated HP of the powerplant